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CHAPTER 10
THE SAFETY RECOMMENDATION - SAFEREC -
PROGRAM

1001. Purpose. To formalize the Safety Recommendation (SAFEREC) Program and to provide guidance for the initiation, assignment, processing, progress reporting, and final disposition of corrective safety-related recommendations.

1002. Discussion

a. The purpose of the SAFEREC Program is to reduce accidental injury to Navy personnel and to reduce damage to Navy property. The day-to-day experiences of our men and women represent a large source of information which can be beneficial in elimination of hazards. Many such hazards require Navywide action and are therefore the subject of this instruction. SAFERECs thus submitted should have a broad application to material, equipment or personnel procedures. A SAFEREC can originate with any activity or person in the Navy. Recommendations by individuals can be made by SAFETYGRAM (OPNAV 5102/4) (Appendix E) or via the chain of command. Input should be made to the Naval Safety Center who will evaluate the recommendation and forward to the action authority as appropriate. The Naval Safety Center can also originate SAFERECs based on mishap/hazard reports and safety surveys. SAFERECs will normally be referred by the Naval Safety Center to either a SYSCOM, i.e. equipment design or maintenance techniques; to NMPC/CNET, i.e. manning or training needs; to warfare sponsors/Type Commanders, i.e. SHIPALT accomplishment/funding priorities; or to NAVMEDCOM, i.e. Industrial Hygiene/ Occupational Health. Also a SAFEREC may migrate to different activities as it moves from initial design to fleet or field installation. In the Naval Aviation Safety Program, the concept of the Safety Recommendation is embodied in reference (a).

b. For SAFERECs to be effective, it is vital that the final or concluding action be well-defined. A SAFEREC can typically involve one of the following types of recommendations:

(1) Personnel or Maintenance Procedure. Includes the development of new/revised training or PQS, operating procedures, personnel safety precautions; or new/revised maintenance procedures related to safety.

(2) Technical References or Specifications. Includes changes to basic requirements documents as follows: GEN SPECS for ships or ship overhaul, NAVSHIPS Technical Manual, instructions, NWP's and similar documents.

(3) Off-the-Shelf System. Includes suggestions or recommendations to consider the use of an existing item, product or system readily available on the commercial market or in use by another service.

(4) Design Change to Existing Equipment/System. Includes specific engineering/design change or alteration to existing systems, subsystems, equipment, or components.

(5) New Equipment Development. Includes the development of a completely new system, subsystem, equipment or component.

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1003. Role of the Naval Safety Center

a. Reference (e) charges the Naval Safety Center with monitoring safety throughout the Navy by various means including the conduct of safety surveys and safety investigations.

b. Under surveys and investigations, the Naval Safety Center is responsible to "investigate, analyze and recommend measures to eliminate hazardous conditions, equipment and practices." An outgrowth of the above responsibilities is the Naval Safety Center's Safety Recommendation (SAFEREC) Program of corrective measures to eliminate or control hazardous conditions, equipment and practices. This instruction affirms the applicability of the program throughout the Navy.

c. Four Naval Safety Center functional Directorates provide the major interface with SAFEREC originators and action authorities with respect to the first three types of SAFERECs as categorized in paragraph 1002b above:

(1) Surface Ship Safety Programs Directorate. All aspects of safety and occupational health as they pertain to the operation, training, maintenance and support of surface forces; additionally, includes the exercise of cognizance over safety aspects inherent in basic shipboard operations common throughout the Fleet, e.g., seamanship, replenishment, damage control, etc.

(2) Submarine Safety Programs Directorate. All aspects of safety and occupational health involved in the design, operations, maintenance, training and support of submarine, deep submergence systems and associated equipment; includes diving and salvage safety.

(3) Shore Safety Programs Directorate. All aspects of safety and occupational health as they pertain to the operation, training, maintenance and support of the shore establishment.

(4) Aviation Safety Programs Directorate. All aspects of safety and occupational health as they pertain to the operation, training, maintenance and support of naval aviation safety; includes flight and ground safety.

d. A fifth Naval Safety Center Directorate, the System Safety Programs Directorate, interfaces with respect to the last two types of SAFERECs; i.e., Engineering Change Proposals, SHIPALTs, etc., and development of completely new systems.

e. The Naval Safety Center will manage the SAFEREC Program as indicated in paragraph 1004b.

1004. Procedures

a. Navy Activities and Individuals. Submit safety hazards, problems, or ideas to the Naval Safety Center via Appendices A, E, or any other appropriate means.

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b. Naval Safety Center

(1) Each functional Directorate is the evaluator and preparer for those SAFERECs in its area of responsibility. If the SAFEREC involves design changes or new systems, the functional Directorate will coordinate the overall effort with the System Safety Programs Directorate.

(2) Initiate SAFERECs as appropriate to an action authority based on fleet/field input, mishap reports, SAFETYGRAMs or safety survey results. Ensure that SAFERECs concisely state the problem and the recommended action. Assign a Risk Assessment Code based on reference (f). Provide a point of contact (Desk Manager). Liaison with appropriate program sponsors to determine if corrective action is already established. Provide a copy of the SAFEREC initiating letter to the appropriate primary program sponsor and to the originator.

(3) Provide a management system to assist in monitoring the progress of action being taken by action authorities. Keep warfare sponsors, FLTCINCs and TYCOMs advised of SAFEREC implementation status.

(4) Provide a continuous track of action authority progress from planning through eventual fleet/field installation/implementation. SAFERECs will be closed out when recommended action is complete.

(5) Provide a quarterly report to all initiators and their chain of command to keep them apprised of the progress. List new and closed-out SAFERECs.

c. Primary Program Sponsors (Action Authorities)

(1) Assign internal responsibilities for the due date and for the final or conclusive corrective action.

(2) Provide points of contact to NAVSAFECEN for progressing and technical discussion and keep points of contact current.

(3) Provide or cause to be provided to NAVSAFECEN copies of formal correspondence pertinent to evaluation or final corrective action.

(4) For all fiscal programming actions, where funding shortages preclude utilization of current fiscal year funds, reprogramming action and budget identity shall be established, along with milestone date(s) which will allow assessment of probability of fund receipt and continuation of effort.

(5) Provide or cause to be provided, telephone conversation input to NAVSAFECEN updating narrative SAFEREC Progress Reports.

(6) When delays in projected scheduled accomplishments are encountered, provide explanatory documentation to NAVSAFECEN.

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d. The Assistant Chief of Naval Operations (Surface Warfare), the Assistant Chief of Naval Operations (Undersea Warfare), the Assistant Chief of Naval Operations (Air Warfare), and the Deputy Chief of Naval Operations (Logistics) shall establish internal procedures which:

(1) Provide guidance as appropriate on desired precedence of accomplishment and fiscal direction.

(2) Provide for regular review of those SAFERECs which come under their purview.

(3) Ensure that SAFEREC action authorities are progressing reasonably toward due dates or milestones.

(4) Entertain all reclama as to misdirected or assigned SAFERECs, validity of SAFERECs, and act as negotiator for any impasse between NAVSAFECEN and action authorities of SAFERECs.